

JOB OPPORTUNITY for RETURNED PEACE CORPS VOLUNTEER CAMPUS PEACE CORPS RECRUITER

The **Center for International Research, Education, and Development (CIRED)** at Virginia Tech is searching for a graduate student who is a **Returned Peace Corps Volunteer (RPCV)** to serve as the part-time Campus Peace Corps Recruiter (20 hours/week). The recruiter will be the main point of contact at Virginia Tech and other universities in Southwest Virginia for students and others interested in joining the Peace Corps. Subject to the availability of funding, the position will begin Fall Semester, 2019 and run through Spring Semester, 2020. The successful candidate will receive graduate school tuition remission and a stipend equivalent to a graduate assistantship in his/her department. The closing date for applications is Tuesday April 30 or until filled. The successful candidate will be notified as soon as possible after selection. Information on this position can be found at: <https://cired.vt.edu/About/job-opportunities.html>

The Peace Corps Recruiter's responsibilities include:

1. Providing to the Virginia Tech community and to the neighboring communities information about Peace Corps Volunteer service. Distribute brochures, posters, visual aids, applications and other Peace Corps recruitment materials. Prepare and give presentations in classes, clubs, and at career fairs.
2. Establishing relationships and maintaining contact with students, faculty members, student groups, and organizations on campus and in the surrounding community that align with Peace Corps recruiting strategy.
3. Holding weekly office hours at the Career and Professional Development Office to answer questions and work with potential applicants.
4. Ensure Peace Corps presence on campus by collaborating with departments and student organizations to organize and promote events.
5. Provide recruitment services to educational institutions in surrounding communities, (Radford University, Roanoke College, Hollins University, Emory and Henry College, and Ferrum College).
6. Develop and submit a Strategic Recruitment Plan for approval by the Supervisor and the Regional Recruiter within 30 days of the start of this contract. The goal of the recruitment effort is to generate a minimum of 50 new applicants per year from Virginia Tech and surrounding campuses.
7. Identify, mentor, and guide prospective Peace Corps Volunteers in the application and interview processes.
8. Communicate with the Regional Recruiter regarding progress including a monthly report that tracks performance compared to the plan.
9. Present to the Supervisor a mid-year and final report. The reports are brief overviews of outcomes compared to goals. It describes performance highlights and challenges including recommendations for the next year's Strategic Recruitment Plan.

To Apply:

Interested persons should send a letter of application, a current resume, and names/addresses of three references to the recruiter supervisor, Larry Vaughan at cired.jobs@gmail.com with the subject heading "Peace Corps Recruiter application".

About Virginia Tech and the Center for International Research, Education, and Development (CIRED)

Virginia Tech, founded in 1872 as a land-grant institution. Through its three missions of learning, discovery, and engagement, Virginia Tech works to accomplish the charge of its motto: *Ut Prosim* (That I May Serve).

The Center for International Research, Education, and Development (CIRED) links Virginia Tech to the world. CIRED supports the university's global mission by developing and managing projects that draws on its vast knowledge and applying it through multi-disciplinary and multi-institutional partnerships.

Equal Employment Opportunity/Affirmative Action Statement:

Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status, or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees or applicants, or on any other basis protected by law.

For inquiries regarding non-discrimination policies, contact the Office for Equity and Accessibility at 540-231-2010 or Virginia Tech, North End Center, Suite 2300 (0318), 300 Turner St. NW, Blacksburg, VA 24061.